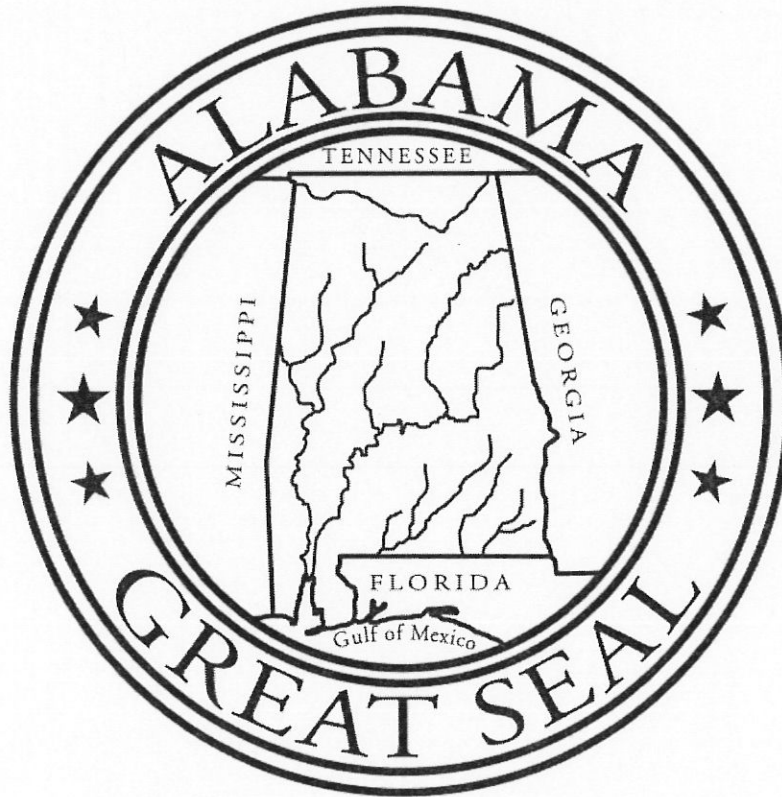


STATE OF ALABAMA
OFFICE OF THE SECRETARY OF STATE



Request for Proposal #2017-003
Electronic Poll Book System or Systems
for Two (2) Years in the State of Alabama

Release Date: May 15, 2017 Noon Central Standard Time

Response Due Date: May 30, 2017 Noon Central Standard Time

Primary Contact: John Bennett, Deputy Chief of Staff
(334) 242-4133
john.bennett@sos.alabama.gov

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Exhibit A – Code of Alabama (1975), §17-4-2.1 (1975)

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Section I: GENERAL INFORMATION

1. Purpose and Information

Secretary of State John H. Merrill (hereinafter "Secretary of State") solicits proposals from business entities offering the professional services of individuals who possess a high degree of specialized skill and knowledge in the comprehensive development and implementation of a secure computerized Electronic Poll Book System or Systems to be state certified for a period of two (2) years [twenty-four (24) months] in the State of Alabama that meets and exceeds the requirements, recommendations, and mandates of all state and federal laws, rules, and regulations. The Secretary of State has determined that the experience and professional qualifications of the service provider are particularly relevant to the provision of these services.

This RFP is issued in accordance with the requirements of Code of Alabama (1975), §17-4-2.1, and without limitation. Specifically, the Code of Alabama (1975), §17-4-2.1 provides that a participating Alabama county or municipality may adopt the use of any electronic poll book that has been state certified by the Secretary of State for use in the state. This RFP is not an offer to contract but seeks the submission of proposals from qualified, professional companies that may form the basis for the Secretary of State to certify a secure computerized Electronic Poll Book System or Systems for use only for a period of two (2) years [twenty-four (24) months] in the State of Alabama. Only after state certification by the Secretary of State shall the selected provider or providers be authorized to implement the Electronic Poll Book System or Systems in as many as 67 of Alabama's 67 counties with the consent of each participating county's judge of probate and county commission or, in the case of a municipality, with consent given by the applicable municipal governing body. The two (2) year [twenty-four (24) months] period shall commence only after state certification by the Secretary of State of the selected provider or providers.

Importantly, the proposal submitted to the Secretary of State, in response to this RFP, must meet the requirements, recommendations, and mandates of the Code of Alabama (1975), §17-4-2.1 and all applicable federal laws, rules, and regulations. All respondents to this RFP shall be required to review and fully comply with Code of Alabama (1975), §17-4-2.1 which is attached to this RFP.

This RFP seeks to implement a uniform, interactive, platform structure that is utilized by various polling places on the election days.

The Secretary of State reserves the right to reject any or all proposals and to solicit additional proposals if that is determined to be in the best interests of the State of Alabama. The Secretary of State further reserves the right to amend this RFP in whole or in part without limitation. Any amendments to the RFP shall be made by written addendum and will be mailed and/or electronically forwarded to all vendors who submitted a proposal to this RFP issued on May 15, 2017.

2. Issuing Office & Contact Information

From the date of the issuance of this RFP until the state certification of a secure computerized Electronic Poll Book System or Systems, if any, is announced, all inquiries and questions concerning any aspect, component or part of this RFP shall be directed to the point of contact below listed.

All proposals should be submitted in the format provided in Section II to:

John Bennett

Deputy Chief of Staff

Office of Secretary of State John H. Merrill

600 Dexter Avenue, Suite S-105

Montgomery, Alabama 36103

334-242-4133 – telephone

john.bennett@sos.alabama.gov – electronically

3. Minimum Qualifications

Each Respondent must have successfully implemented a similar solution(s) in other states, countries or political subdivisions thereof. Written certification of these qualifications is required in the response. Each Respondent must employ individuals who possess a high degree of specialized skill and knowledge; as such experience is particularly relevant to the provisions of the required services.

4. Written Proposals

To be considered, each Respondent must submit a complete written proposal in response to the requirements of this RFP. Verbal proposals will not be accepted. Respondents' proposals may be submitted electronically. Proposals should be as thorough and detailed as possible so that the company's capabilities to provide the required services can be properly evaluated.

5. Due Date & Submission

Proposals must be received in the Secretary of State's office on or before May 30, 2017 12:00 Noon Central Standard Time. Proposals received after the due date will not be considered.

It is the responsibility of the Respondent to ensure that its proposal is timely delivered and received in the proper office on or before the deadline for responding to this RFP. The Secretary of State will not consider proposals received after the date and time specified herein. The Secretary of State assumes no responsibility for late delivery by the U.S. Postal Service, the State's Central Mail Facility, a commercial courier service, or any other method of delivery selected by the Respondent.

All proposals received by the Secretary of State will be subject to public disclosure in accordance with Alabama public records laws.

During the RFP process, neither the Secretary of State nor other employees of the Secretary of State's office should be contacted by any individual or company that intends to submit a response unless specified herein below:

1. Any questions concerning the RFP must be directed to the Deputy Chief of Staff. See Section I, subsection 2.
2. If the individual or company already has an agreement with the Secretary of State, the individual or company may contact the appropriate member of the Secretary of State's office concerning that agreement only.

The proposal must include a statement as to the period during which the proposal is valid. Respondent is responsible for any costs incurred in developing or submitting a proposal, and/or in presenting information to the Secretary of State.

The proposal must be signed by an official in the responding company who has the authority to bind the company.

6. State Certification of Provider or Providers

The Secretary of State will review and evaluate all proposals. After the review and evaluation of the proposals, the Advisory Proposal Evaluation Committee assembled by the Chief of Staff may recommend that the Secretary of State conduct interviews or demonstrations in Montgomery, Alabama. Finalists chosen for interviews or demonstrations, if necessary, will be notified. The Secretary of State reserves the right to request further information from finalists. The Secretary of State will select the company or companies the Secretary of State determines, in his sole discretion, to be fully qualified to provide highly specialized professional services and best suited among those submitted proposals to best meet the needs of the State of Alabama. *All proposals received in response to this RFP may be rejected and the Secretary of State may solicit additional proposals or may cancel the RFP completely without making a selection.*

Upon selection, the Secretary of State will certify the selected provider or providers and will inform Alabama's 67 counties, through their Judges of Probate, of the selected provider or providers.

7. Provider or Providers State Certified by Secretary of State

Only after state certification by the Secretary of State shall the selected provider or providers be authorized to implement the Electronic Poll Book System or Systems in as many as 67 of Alabama's 67 counties for only two (2) years [twenty-four (24) months] in the State of Alabama with the consent of each participating county's judge of probate and county commission or, in the case of a municipality, with consent given by the applicable municipal governing body.

Contractual arrangements or other similar methods of engagement, between a county or a municipality and a state certified Electronic Poll Book System, shall be between the county or municipality and the vendor providing a state certified Electronic Poll Book System. The Secretary of State shall not be a party to any contract or other method of engagement between a county or municipality and the vendor providing a state certified Electronic Poll Book System.

It is expressly understood that state certification by the Secretary of State applicable to any Electronic Poll Book System or Systems shall only apply to the provision of such services in the State of Alabama for only two (2) years [twenty-four (24) months]. Any further use of Electronic Poll Book Systems in the State of Alabama, after the conclusion of two (2) years [twenty-four (24) months] in the State of Alabama and under the authority of Code of Alabama (1975), §17-4-2.1 and without limitation, shall require further state certification by the Secretary of State for any other future elections in the State of Alabama. The two (2) year [twenty-four (24) months] period shall commence only upon state certification by the Secretary of State of the selected provider or providers.

Further, it is expressly understood that, at any time during the two (2) year [twenty-four (24) months] state certification period, the Secretary of State may decertify or suspend state certification applicable to a provider or providers for, to include, but not be limited to, failure to adequately perform as determined exclusively by the Secretary of State.

Section II: PROPOSAL

Proposals received will be evaluated based on the contents of the proposal, including the Respondent's ability to provide the services of individuals who possess a high degree of specialized skill and knowledge, as said experience and professional qualifications are particularly relevant to the provisions of these services. Proposals will also be evaluated on the Respondent's ability to perform the requested services, expertise, and completeness of proposal. The professional services provider shall best meet the needs as expressed in the RFP.

The proposal should include, but is not limited to, the following:

1. Background Information, Administration and Personnel

A. Corporate Overview

1. Provide an overview of the Respondent, including the following:
Corporate profile, including the financial condition of the Respondent, overall business objectives, Respondent's experience, quality control procedures and ownership.
2. Provide an audited financial statement covering the Respondent's most recently concluded fiscal year.
3. Provide any restrictions, consent orders, litigation or mediation involving the Respondent, principals, or key personnel within the past five (5) years; provide prior formal administrative protests or actions such as notices of default, unsatisfactory performance, etc., involving state or federal government and private companies related to the

quality or performance of electronic poll books or related services for any local, county, State or Federal government agency, public or private association, or private company.

4. Provide detailed information on any individuals, or subcontractors your company will partner with to provide services to the Secretary of State.
5. Provide a statement regarding the Respondent's commitment to minority business involvement.

B. Personnel

1. Provide the name, title, contact information and total years' experience of staff members who will be assigned to the professional services required in this RFP.

C. Client Information

1. Provide the organization name, address, contact name and telephone number of other clients for whom similar services described in this RFP are or have been provided.

2. Technical Capability & Required Services

A. Technical Capability

1. Describe your system's capability that allows "state of the art" services and your commitment to technological advances in the industry.
2. Describe your system's security capabilities and any federal or industry standards it meets or exceeds.
3. Describe in detail any security test(s) that your system has been submitted for and the results of the test(s), e.g. who, what, when, etc.
4. Explain briefly any area of expertise that sets your company apart from other providers as well as your company's resources and institutional stability.

5. Describe your company's ability to deploy the system in multiple counties or municipalities, to include implementation statewide or implementation for any number of counties less than the total 67 counties in the State of Alabama.

B. Required Services

1. The proposed solution shall be a uniform, interactive, platform structure that is utilized by various polling places statewide (or various municipal polling places), or in any number of counties less than the state's total 67 counties, for only two (2) years [twenty-four (24) months] in the State of Alabama. Compliant with Code of Alabama (1975), §17-4-2.1, the electronic poll book shall and must do as set forth hereinbelow at 1.1 – 1.10; therefore, describe in detail how the respondent's proposed solution will comply with all of the following:
 - 1.1 Comply with all applicable provisions of Code of Alabama (1975), §17-4-2.1, a copy of which is attached as Exhibit "A."
 - 1.2 Be secure.
 - 1.3 Be compatible with the statewide voter registration system.¹
 - 1.4 Include a failsafe data recovery procedure for information included in the electronic poll book.
 - 1.5 Contain the same information as the printed lists provided for in Code of Alabama (1975) Section 11-46-36 and any local law governing a municipal election and in Section 17-4-2 and the poll lists provided for in Section 11-46-50 and any local law governing a municipal election and in Sections 17-9-11 and 17-13-7.
 - 1.6 Indicate whether the voter applied for an absentee ballot and the registration status of the voter in the statewide voter registration list.

¹ At the writing of this RFP, the State of Alabama uses Election Systems & Software's PowerProfile system as its statewide voter registration system.

- 1.7 Provide an electronic process to check in a voter on election day that incorporates the signature requirements set forth in Code of Alabama (1975) Section 11-46-50 and any local law governing a municipal election and in Section 17-9-11; provided that this process may not be used for checking in a voter who is required to cast a provisional ballot as provided for in Chapter 10 of this title, or whose name is not contained in the electronic poll book as an eligible voter for the precinct.
- 1.8 Provide functionality for quickly and accurately uploading voter history into the statewide voter registration list in accordance with Code of Alabama (1975), Section 17-4-33.
- 1.9 Provide for the retention of the voter data contained in the electronic poll book for the applicable retention period applicable to the records of election, which may be accomplished by archiving the data in electronic format on an external data storage device.
- 1.10 When used in a primary election or primary runoff election, provide for the recording and subsequent printing or exporting of electronic data of names and electronic signatures of the voters participating in the primary election or primary runoff election of each political party.

2. Help Desk Services

Describe in detail how the respondent's proposed solution will comply with all of the following:

- 2.1 A Help Desk must be provided for county, municipal and state election administration personnel on Election Day.
- 2.2 Help Desk must be available, at a minimum, for participating counties or municipalities from 6:00 a.m. to 11:59 p.m. Central Time during the fifteen (15) days preceding through twenty

(20) days after each of the elections for two (2) years [twenty-four (24 months)] in the State of Alabama.

2.3 Help Desk must provide support at a minimum by toll-free telephone and email.

2.4 Respondent will maintain Help Desk statistics on help request volume, resolution, and response time, and provide reports to the Secretary of State and/or county Judges of Probate and/or municipal officials upon request.

3. Training

Describe in detail how the respondent's proposed solution will comply with all of the following:

3.1 The Respondent shall provide training on the use and administration of the system to all appropriate elections personnel and poll workers in counties and municipalities utilizing electronic poll books.

3.2 Prior to each of the elections for two (2) years [twenty-four (24 months)] in the State of Alabama, training shall be provided in person with follow-up training available online, at the option of the state and/or county and/or municipal election personnel.

4. Disaster Recovery

Describe in detail how the respondent's proposed solution will comply with all of the following:

4.1 The Respondent should have a disaster recovery plan and a secondary system available for use in case a disaster causes primary system degradation and/or loss of availability.

5. Update Information

Describe in detail how the respondent's proposed solution will comply with all of the following:

5.1 The respondent shall notify the Secretary of State of any updates to the system. Any update that changes the system's ability to

comply with any of the technical capabilities or required services could result in the system being required to be recertified or being decertified by the Secretary of State.

3. Price Proposal

A. Overview

1. Each response should provide prices for professional services (including software) and the recommended hardware necessary for implementation of the system as a unit price. Hardware shall be identified as optional or mandatory for the functioning of the system.
2. Further, prices are to be stated separately for items within categories as follows, with a total for each category and a grand total.
 - 1.1 Design
 - 1.2 Development
 - 1.3 Implementation
 - 1.4 Training
 - 1.5 Maintenance
 - 1.6 System Support
 - 1.7 Disaster Recovery
 - 1.8 Recommended Hardware

EXHIBITS A & B

Exhibit A

Code of Alabama

Title 17. Elections. (Refs & Annos)

Chapter 4. Voter Registration Lists. (Refs & Annos)

Article 1. County Voter Registration Lists. (Refs & Annos)

Ala.Code 1975 § 17-4-2.1

§ 17-4-2.1. Electronic poll books.

Currentness

(a) The Secretary of State may implement a pilot project for the use of electronic poll books in lieu of the printed lists of qualified voters provided for in Section 17-4-2 and the poll lists provided for in Sections 17-9-11 and 17-13-7. A county, with consent of the county commission and judge of probate, may participate in the project as provided herein. In addition, the Secretary of State and municipal governing bodies may implement a pilot project for the use of electronic poll books in lieu of the printed lists of qualified voters provided for in Section 11-46-36 or any local law governing a municipal election.

(b) Participation in the electronic poll book pilot project shall be at the discretion of the Secretary of State but shall be available to any county where the county commission and the judge of probate have consented to participate.

(c) After the Secretary of State has accepted a county or municipality into the electronic poll book pilot project, the county or municipality may implement electronic poll books in lieu of printed lists of qualified voters and paper poll lists. A participating county or municipality may adopt the use of any electronic poll book that has been certified by the Secretary of State for use in this state.

(d) To be certified for use by the Secretary of State, an electronic poll book shall do all of the following:

(1) Be secure.

(2) Be compatible with the statewide voter registration system.

(3) Include a failsafe data recovery procedure for information included in the electronic poll book.

(4) Contain the same information as the printed lists provided for in Section 11-46-36 and any local law governing a municipal election and in Section 17-4-2 and the poll lists provided for in Section 11-46-50 and any local law governing a municipal election and in Sections 17-9-11 and 17-13-7.

(5) Indicate whether the voter applied for an absentee ballot and the registration status of the voter in the statewide voter registration list.

- (6) Provide an electronic process to check in a voter on election day that incorporates the signature requirements set forth in Section 11-46-50 and any local law governing a municipal election and in Section 17-9-11; provided that this process may not be used for checking in a voter who is required to cast a provisional ballot as provided for in Chapter 10 of this title, or whose name is not contained in the electronic poll book as an eligible voter for the precinct.
 - (7) Provide functionality for quickly and accurately uploading voter history into the statewide voter registration list in accordance with Section 17-4-33.
 - (8) Provide for the retention of the voter data contained in the electronic poll book for the applicable retention period applicable to the records of election, which may be accomplished by archiving the data in electronic format on an external data storage device.
 - (9) When used in a primary election or primary runoff election, provide for the recording and subsequent printing or exporting of electronic data of names and electronic signatures of the voters participating in the primary election or primary runoff election of each political party.
 - (10) Comply with additional requirements as determined to be necessary and promulgated by the Secretary of State by rule pursuant to the Administrative Procedure Act.
- (e) Electronic poll books may not be populated with data for eligible voters until the 10-day period immediately prior to an election in accordance with Section 17-4-2.
- (f) The Secretary of State shall develop and provide to each participating county and municipality instructions, directives, and advisories regarding the examination, testing, and use of the electronic poll books.
- (g) All expenses and costs incurred by the state or any county commission in carrying out the responsibilities and duties required in this section shall be paid by the State of Alabama. All costs associated with this section shall be drawn from funds made available to the Secretary of State under state and federal law to pay all such expenses and costs in all participating counties.
- (h) The Secretary of State may promulgate rules pursuant to the Administrative Procedure Act to implement the provisions of this section.

Credits

(Act 2016-317, § 2.)

Ala. Code 1975 § 17-4-2.1, AL ST § 17-4-2.1

Current through Act 2017-212 of the 2017 Regular Session

STATE OF ALABAMA

Information Technology Policy

POLICY 100-02: INFORMATION TECHNOLOGY POLICIES

Information technology (IT) policies enhance the overall management and strategic value of State of Alabama IT resources. Policies provide a framework for agencies throughout state government to recognize the maximum potential of all IT resources. Policies are supported by other document types (described in the Additional Information section below) to form a complete IT management program.

OBJECTIVE:

The objective of this policy is to define the IT policy document as a vehicle for recording and communicating IT-related responsibilities to all State agencies, boards, commissions, and departments (hereafter referred to as agencies) under the authority cited below.

SCOPE:

This policy applies to all Executive Branch agencies, boards, and commissions except those exempt under The Code of Alabama 1975 (Title 41 Chapter 4 Article 11).

AUTHORITY:

The authority of the Information Services Division (ISD) to create and enforce IT policies is derived from the following legislation:

The Code of Alabama, Section 41-4-220 through 41-4-224 (Acts 1973, No. 1299)

The Code of Alabama, Section 41-4-280 through 41-4-293 (Acts 1990, No. 90-553)

RESPONSIBILITIES:

Information Services Division (ISD):

- Identify and document the need for specific IT policies
- Create and publish IT policies and supporting documentation
- Provide procedures for the review of policies by the IT community
- Monitor the implementation and compliance of approved IT policies

Agency Management, Information Technology Organization:

- Review and comment on recommended IT policies
- Identify and document the need for specific IT policies
- Create organization-level policies and procedures as required
- Monitor and ensure compliance with IT policies, standards, and procedures

Individual Information Technology User:

- Adhere to all applicable IT policies

EXCEPTIONS:

Agencies requiring exceptions to policies must submit requests in writing to the Chief Information Officer. Where appropriate, conditions warranting exceptions will be specified within individual policies.

ADDITIONAL INFORMATION:

IT policy documents consist of Policies supported by Standards, Procedures, and Guidelines. Each of these document types are defined below:

Policies:

Policies define the overall expression of management's intention on how IT controls should be implemented, maintained, and enforced. Policies are usually point-specific, covering a single area, and outline specific responsibilities that must be met.

The security and privacy controls specified by the National Institute of Standards and Technology (NIST) in Special Publication 800-53 (and other referenced NIST documents) provide the basis for most of the IT and security policies of ISD.

NIST Special Publications are available here: <http://csrc.nist.gov/publications/PubsSPs.html>

Standards:

Standards define system-specific or subject-specific requirements for implementing the corresponding policies. For example, a policy may address the high-level responsibilities for protecting systems from malicious code, whereas one or more standards would address the specific requirements for implementation of anti-virus programs, anti-spam programs, etc.

ISD Standards are based on publications from some of the most widely recognized sources of technical and security guidance including the Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIGs) and the Center for Internet Security (CIS) Security Configuration Benchmarks.

DISA STIGs are available here: <http://iase.disa.mil/stigs/a-z.html>

CIS Benchmarks are available here: <http://benchmarks.cisecurity.org/downloads/browse/>

Procedures:

Procedures are step-by-step instructions or methods for performing a specific task or function. One or more procedures may support the implementation of a security policy. Creation of procedures is largely the responsibility of the implementer or entity responsible for performing the task.

Guidelines:

Guidelines are recommendations and best practices; not required, but implementation is strongly encouraged. ISD guidelines are based on best practices from a number of sources.

By Authority of Director, Information Services Division, Department of Finance

DOCUMENT HISTORY:

Version	Release Date	Comments
100-00	12/05/2005	Original
100-00_A	01/07/2009	Added ISD responsibility to create policies and supporting documents. Moved policy submission, review, and approval processes into a procedure (100-00P1).
100-01	04/26/2011	New format.
100-02	05/31/2013	Added Additional Information section

STATE OF ALABAMA

Information Technology Policy

POLICY 230-00: INFORMATION TECHNOLOGY PROCUREMENT

State agencies expend hundreds of millions of dollars for IT products and services in a single fiscal year. The majority of these purchases require solicitation of quotes and proposals from qualified vendors. Agencies generally have the latitude to use two different competitive methods with distinctive processes and requirements. Agencies need to fully understand how to effectively use both processes to ensure the best value for the state in the procurement of IT products and services.

OBJECTIVE:

Enhance the purchase of IT hardware, software, professional services, and other technology components and equipment for state government to better allow state agencies to standardize information technologies and services purchased, resulting in better pricing, faster processing of requests, and improved delivery of technical support to end users.

SCOPE:

This policy applies to all Executive Branch agencies, boards, and commissions except those exempt under The Code of Alabama 1975 (Title 41 Chapter 4 Article 11).

This policy covers all IT hardware, software, professional services, and computer-related components purchased with agency funds. Specifically, the following technology resources are within the scope of this policy:

- Desktops, laptops, tablet PCs, personal digital assistants, and servers
- Software running on the devices mentioned above
- IT professional services
- Peripheral equipment, such as printers and scanners
- Network communications equipment and services
- Voice communications equipment and services (including cell phones)
- Cables or connectivity-related devices

Nothing in this policy shall be construed to repeal or supersede the existing laws of the State of Alabama as stated in The Code of Alabama 1975, Title 41, Chapter 16 (Public Contracts).

RESPONSIBILITIES:

Information Services Division (ISD):

- Establish broad IT procurement policies and standards in conjunction with State Purchasing
- Establish minimum standards for the development of IT competitive bid documents including Invitation-to-Bid (ITB) and Request-for-Proposal (RFP) processes
- Establish recommended guidelines for the evaluation of IT procurement responses

Agency Management, Information Technology Organizations:

- Ensure that all state IT procurement policies and standards are followed
- Ensure that all IT resources are purchased according to state statute
- Ensure that all IT procurements are fair and open
- Ensure use of established statewide contracts for IT procurements where applicable

ENFORCEMENT:**Reporting:**

Non-compliance with this policy and associated standards may also be a violation of state law and as such subject to civil and criminal penalties. Anyone aware of non-compliant IT procurement practices must report the matter to their immediate supervisor, manager, or as outlined in organizational policies or procedures.

Non-Compliance:

The Chief Information Officer, or State Purchasing Director, reserves the right to hold or deny an agency's purchasing requests, contract approvals, and personnel actions until such time an agency complies fully or partially with this policy.

ADDITIONAL INFORMATION:

Information Technology Standard 230S1: IT Procurement

http://cybersecurity.alabama.gov/documents/Standard_230S1_IT_Procurement.pdf

By Authority of Director, Information Services Division, Department of Finance

DOCUMENT HISTORY:

Version	Release Date	Comments
900-00	10/25/2006	
900-00_A	9/25/2008	Added authority reference and reporting requirement; reformatted entire document
230-00	4/26/2011	Renumbered and reformatted